

FOOD SERVICE EQUIPMENT (FSE) PRIME VENDOR CUSTOMER ORDERING PROCEDURES

The following is provided as a step by step guide for customers who intend to utilize the FSE PV Program for their Food Service Equipment needs:

1. Customers should obtain funding as they always have, according to their own local procedures.
2. Customers should submit requirements directly to their prime vendors, not to S9I. This should be considered an off-line requisition. These formats can be in MILSTRIP Format, and can be transmitted to the prime vendor via fax, phone, or e-mail. Customers can reach their prime vendors 24 hours a day, seven days a week, via the hot line numbers provided below.
3. Each order must contain the following elements:
 - An item description(s)
 - Quantity(ies)
 - Required Delivery Date(s)
 - Shipping Address(es)
 - Funding code(s)
 - Stock or Part number (if known)
 - Shipping mode
 - Any special packaging requirements
4. Customer should obtain technical assistance from their prime vendor prior to finalizing orders (particularly for more complex items).
5. The FSE Prime Vendor then transmits the electronic delivery order to DSCP for payment and billing using existing procedures.
6. The prime vendor then fills, ships, and tracks the order through final acceptance.
7. The Points of contact for the FSE Prime vendors in each customer region are:

(East Coast/Europe- Ships)
Ms Judy Loman/1-800-497-2144
JAL Enterprises dba The Source
502 Rotary Street
Hampton VA 23681

(Northeast Coast/Europe - Land)
Mr. Steve Kline/(410) 677-5571
Lankford SYSCO
P.O. Box 477
33239 Costen Road
Pocomoke MD 21851

(Central/SE - US)
Mr. Hampton Oliver, Sr./1-800-755-4777
Dietary Equipment.
2205 N. Main St.
Columbia SC 29201

(West Coast and Pacific Rim)
Mr. C.C. Balan/(602) 943-7700
Gill Marketing Co.
Suite A-310
7330 N. 16th Street
Phoenix AZ 85020

8. The DSCP FSE Prime Vendor Program P.O.C.s are as follows:
Bill McClenahan – Program Manager- wmcclenahan@dscp.dla.mil
Paul Brown – Contracting Officer- pbrown@dscp.dla.mil
Anthony DiSandro- Logistics Support ajdisandro@dscp.dla.mil
Frank La Forgia- Technical & Logistics Support paa6829@dsc.dla.mil